U.S. General Services Administration

Federal Acquisition Service

Enhanced Monthly On-line Records and Reports of Information-Technology Services (E-MORRIS)

Training Overview for Agency Users

E-MORRIS Introduction

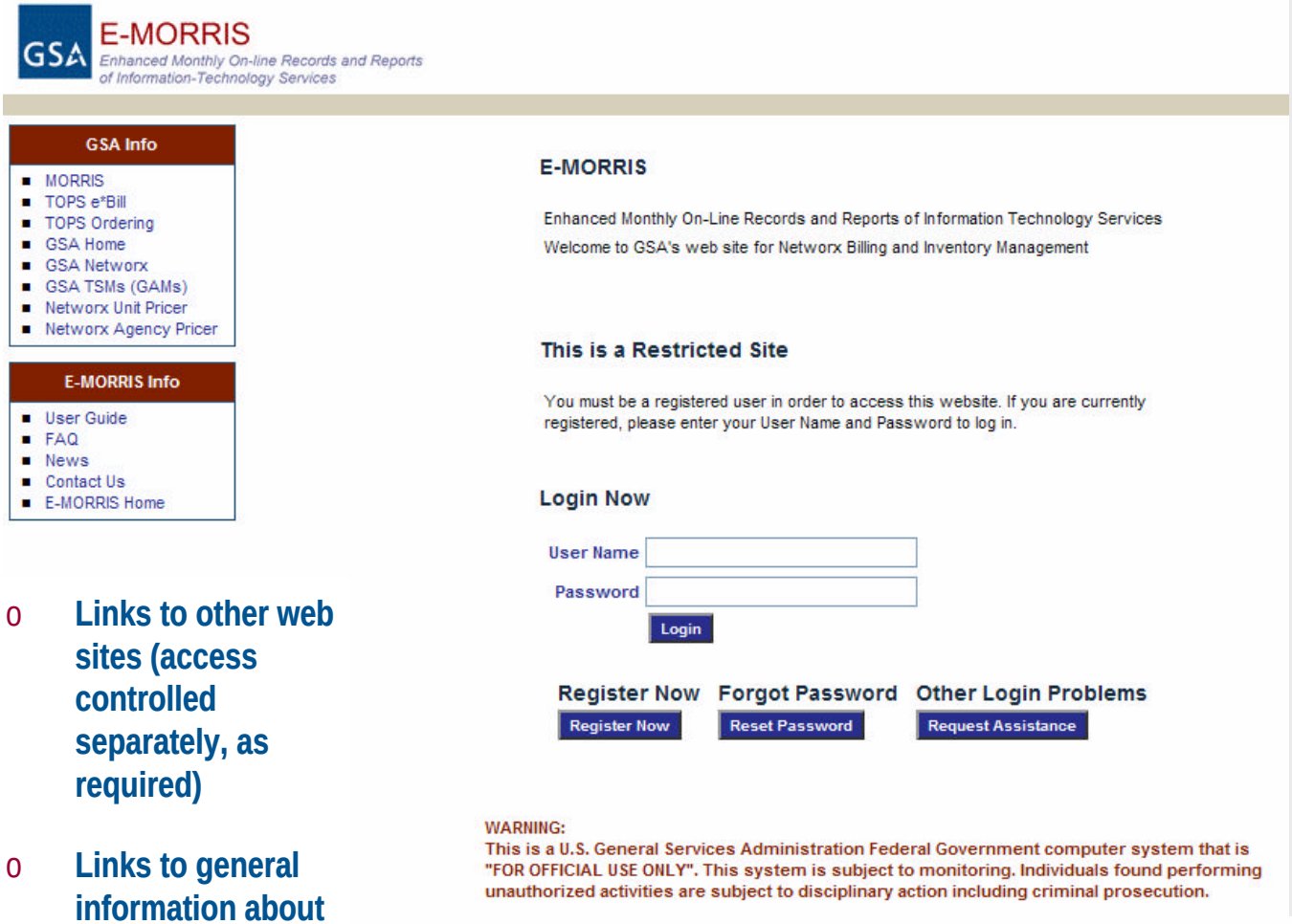
- E-MORRIS is GSA's system that supports billing and inventory for the Networx contracts.
- E-MORRIS enhances the functionality of MORRIS for Networx, but is a separate web site with separate access.
  - URL: https://emorris.fasbilling.gsa.gov
- There are three levels of Agency access to the web site:
  - Public – general info, account registration forms, reset password form
  - Agency User – inventory and billing, depending on approval of Agency DAR Admin
  - Agency DAR Administrator – Agency User, plus screens to manage other accounts
- This briefing provides an overview from an Agency User perspective.
  - Inventory and billing process overview
  - Web site account registration process
  - Account set-up and navigation
  - Networx inventory screens
  - Networx billing reports
  - E-MORRIS help and contact info

Inventory & Billing Process Overview

- Inventory Process (could be daily on business days)
  - Load vendor Service Order Completion Notice (SOCN) file to inventory database
  - Check against Pricer & report errors to vendor (vendor may send corrected SOCN)
  - Post inventory data to tables for web access

- Billing Process (monthly)
  - Load vendor invoice, detail and adjustment files to billing database
  - Balance invoice to detail to ensure accuracy of billing data
  - Run verification check for:
    - Elements populated
    - SOCN for each order; billing consistent with SOCN
    - Correct prices
    - No duplicate billing
    - No over 90 day billing
    - Exceptions feed into disputes process (centralized only) and SLA count
  - Run customer billing (centralized only)
    - Feed to IPAC process
  - Post data to tables for billing web reports
    - View/print, download data, data layout

Home Page (public access)

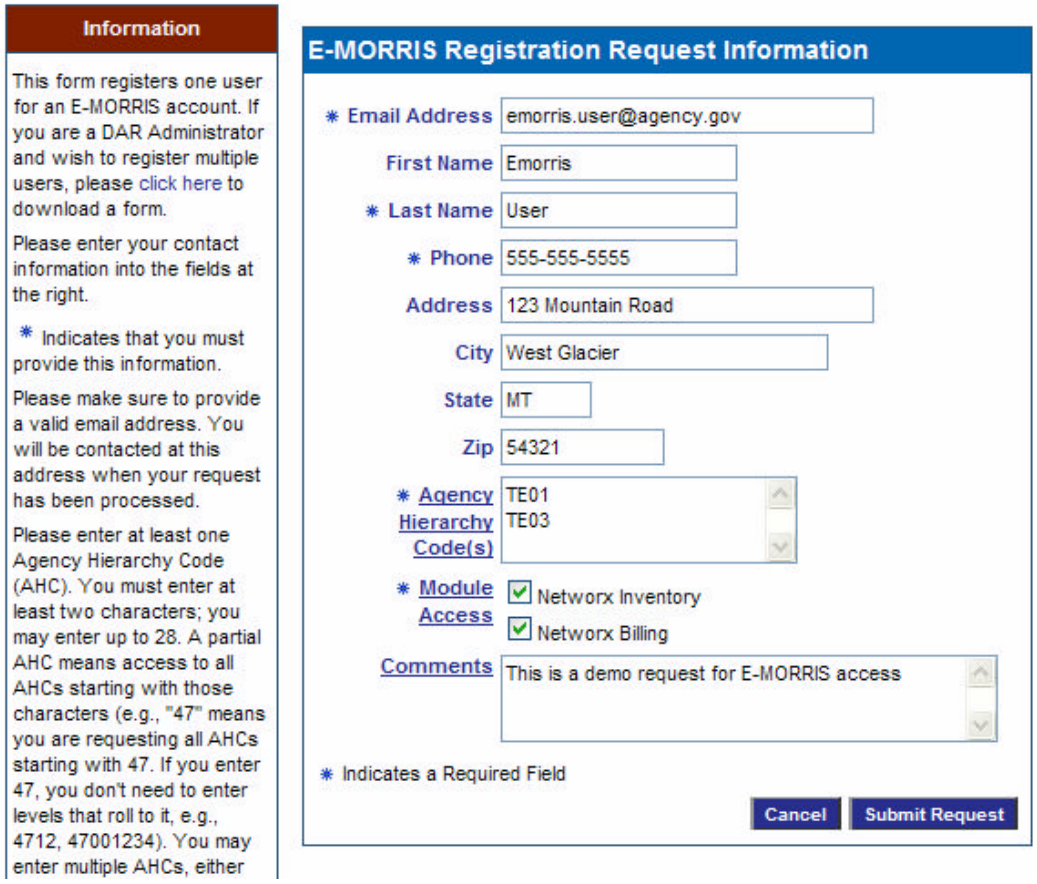


- Links to other web sites (access controlled separately, as required)
- Links to general information about E-MORRIS

FOR DATA ACCESS:

- User ID & password required.
- Agency users must be authorized by the Agency DAR Administrator.
- Agency must have a copy of the DAR Administrator letter on file with GSA.
- 3 ways to get an account:
  - Register Now form (any user)
  - Multiple Users form (DAR Admin)
  - DAR Admin can create through web screens
- If you have an account and forget your password, click Reset Password and enter your email address.

Account Registration screen sample



Information

This form registers one user for an E-MORRIS account. If you are a DAR Administrator and wish to register multiple users, please click here to download a form.

Please enter your contact information into the fields at the right.

* Indicates that you must provide this information.

Please make sure to provide a valid email address. You will be contacted at this address when your request has been processed.

Please enter at least one Agency Hierarchy Code (AHC). You must enter at least two characters; you may enter up to 28. A partial AHC means access to all AHCs starting with those characters (e.g., "47" means you are requesting all AHCs starting with 47. If you enter 47, you don't need to enter levels that roll to it, e.g., 4712, 47001234). You may enter multiple AHCs, either

E-MORRIS Registration Request Information

* Email Address	emorris.user@agency.gov
First Name	Emorris
* Last Name	User
* Phone	555-555-5555
Address	123 Mountain Road
City	West Glacier
State	MT
Zip	54321
* Agency Hierarchy Code(s)	TE01 TE03
* Module Access	☑ Networx Inventory ☑ Networx Billing
Comments	This is a demo request for E-MORRIS access

* Indicates a Required Field

Cancel | Submit Request

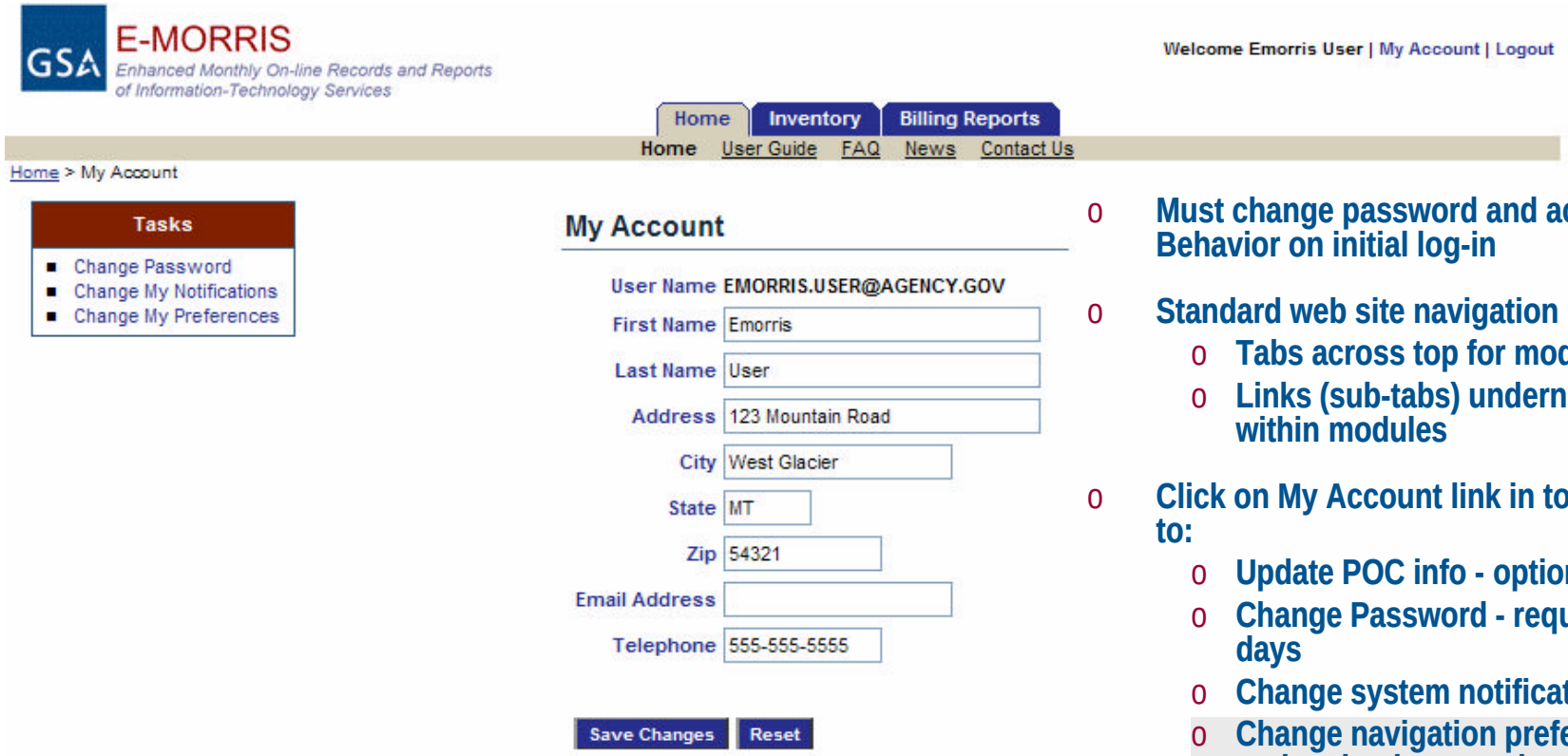
- Form accessed through Register Now button on the E-MORRIS home page.
- Submitted form populates a request table in E-MORRIS.
- Agency DAR Administrator and GSA get a system email with request information, and can access the request through a web screen.
- User gets a system email with UserID and password, once the DAR Administrator or GSA has created the account.

Agency Hierarchy Codes

- Identify your requested level of data access
- You must enter at least two characters
- You may enter up to 28 characters
- The more characters you enter, the more your access is restricted*, e.g.
  - If you enter TE, you will get all AHCs starting with TE
  - If you enter TE0000000000000000000000000, you will get only that AHC.
- You may enter multiple AHCs (separated by ; or on a separate line)

*Note: AHC access actually granted is subject to DAR Admin approval, and may be different from what is requested.

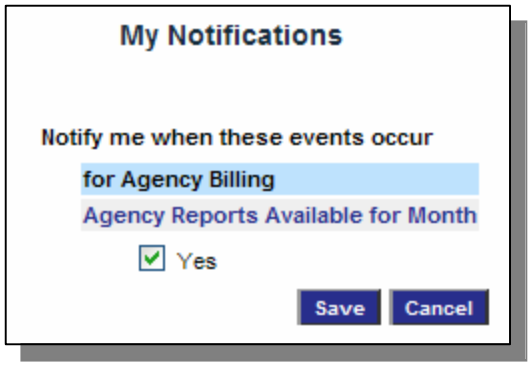
Navigation and Account Set-up



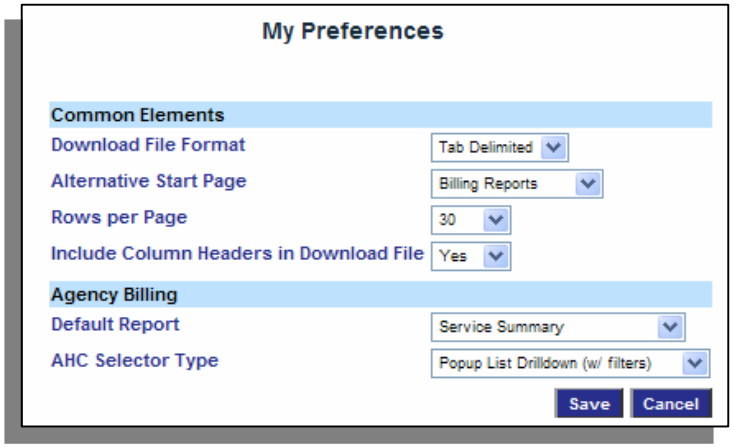
- Must change password and accept Rules of Behavior on initial log-in
- Standard web site navigation
  - Tabs across top for modules
  - Links (sub-tabs) underneath for pages within modules
- Click on My Account link in top right corner to:
  - Update POC info - optional
  - Change Password - required every 90 days
  - Change system notifications - optional
  - Change navigation preferences – optional unless you have more than 500 Agency Hierarchy Codes *(see slides 25-28 for more info)*

Navigation and Account Set-up (continued)

My Account task screens



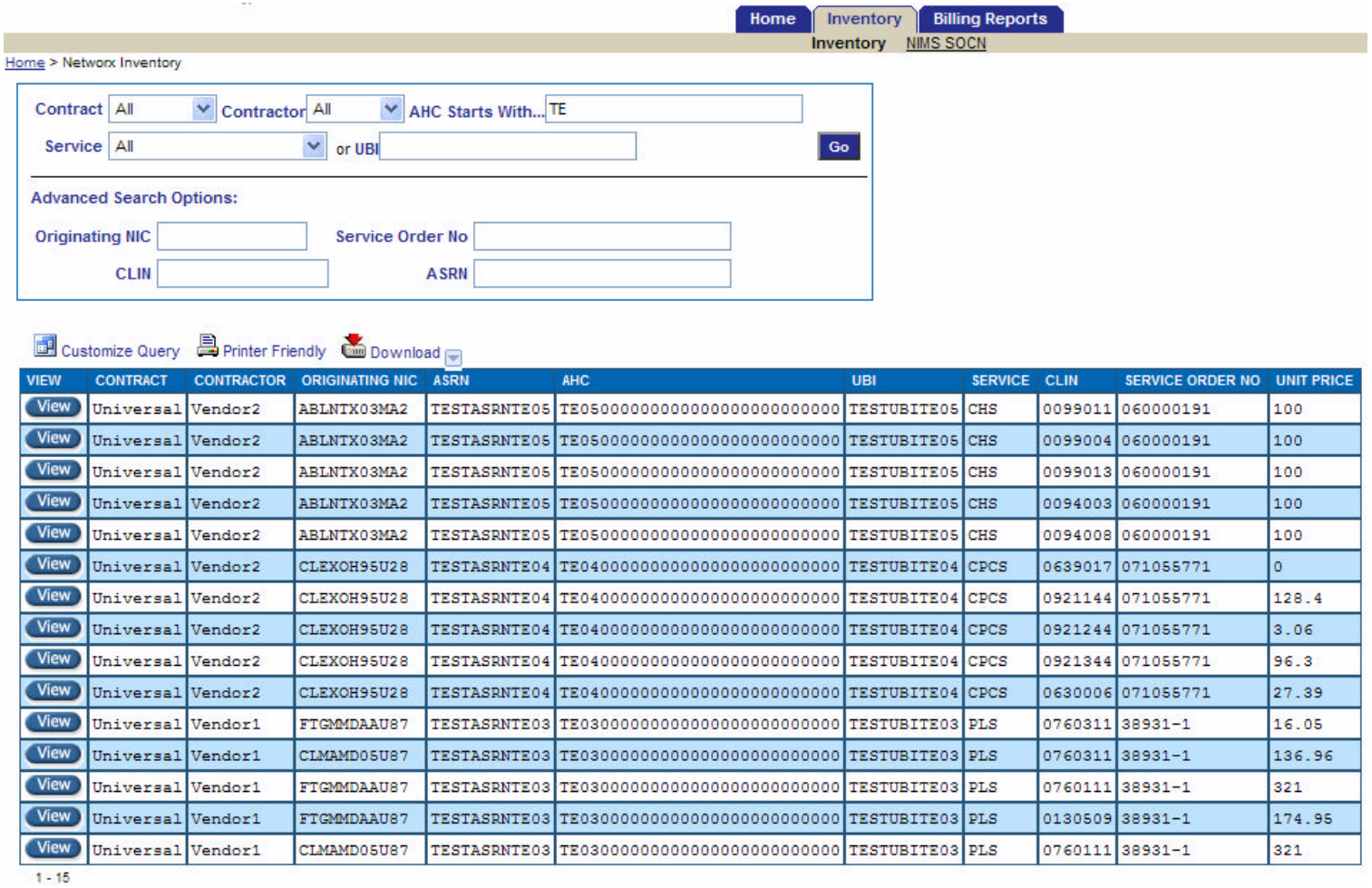
- Change notifications – options for getting system emails
  - Billing reports available



- Change web site preferences – options for changing navigation defaults
  - Download format – recommend tab delimited (TSV)*
  - Alternative start page after log-in – default is Home
  - Rows per page – default is 30
  - Include column headers – default is yes
  - Default report when first clicking on billing tab – default is MSOA
  - AHC selector type – default is dropdown
- Changing these settings is optional, with the exception of AHC Selector Type IF you have more than 500 AHCs *(see slides 25 – 28)*

*Note: Default download format is comma delimited (CSV), but there is an issue in which Excel translates AHCs to scientific notation. TSV format negates the issue. If you don't set the default here, you can choose TSV format for any report by clicking on the down arrow next to the Download icon and selecting tab delimited.

Networx Inventory Management (NIM) browse screen sample



Home | Inventory | Billing Reports

Inventory | NIMS SOCN

Home > Networx Inventory

Contract: All | Contractor: All | AHC Starts With...: TE

Service: All | or UBI: | Go

Advanced Search Options:

Originating NIC: | Service Order No:

CLIN: | ASRN:

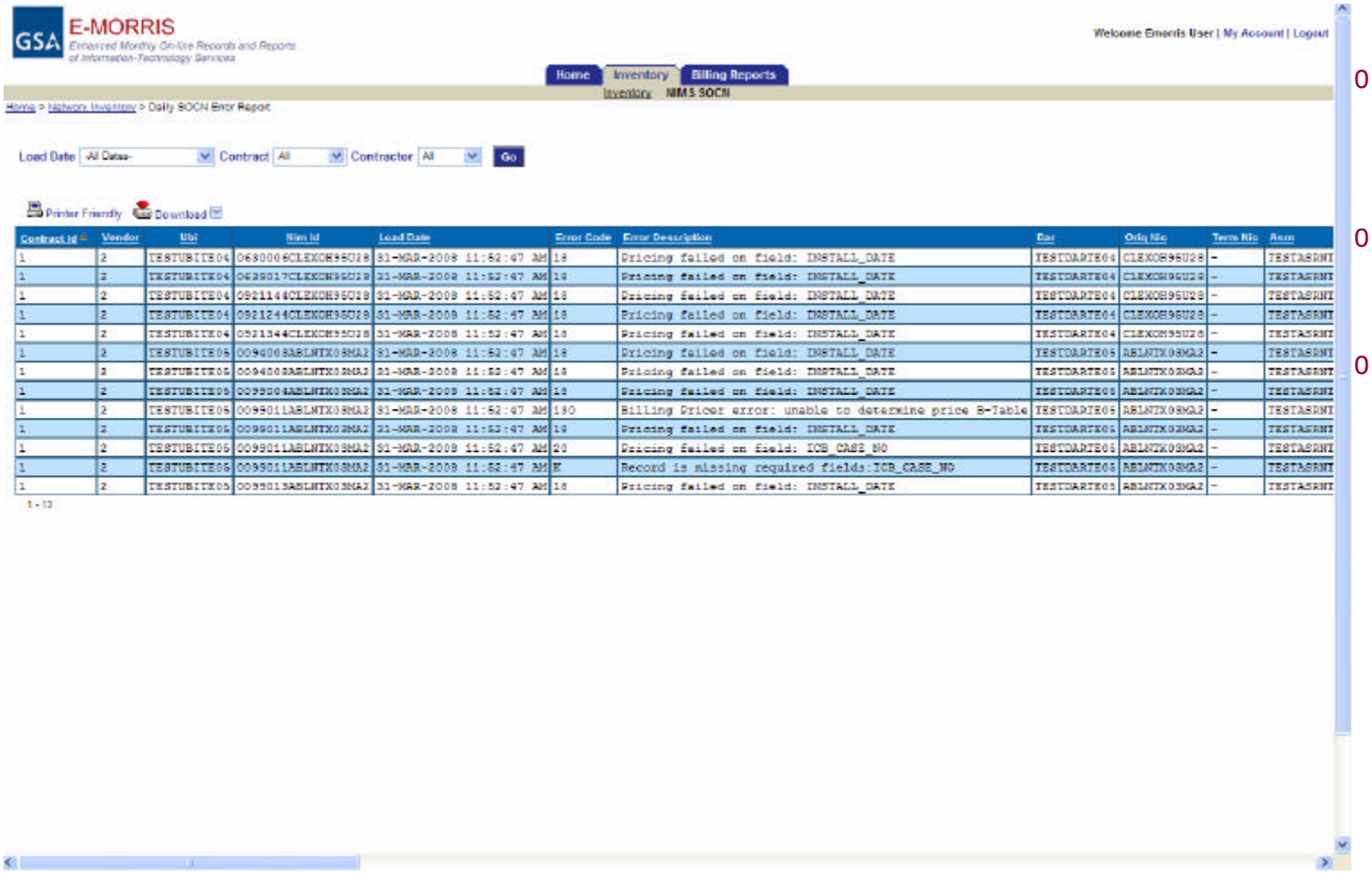
Customize Query | Printer Friendly | Download

VIEW	CONTRACT	CONTRACTOR	ORIGINATING NIC	ASRN	AHC	UBI	SERVICE	CLIN	SERVICE ORDER NO	UNIT PRICE
View	Universal	Vendor2	ABLNTX03MA2	TESTASRNTE05	TE050000000000000000000000000	TESTUBITE05	CHS	0099011	060000191	100
View	Universal	Vendor2	ABLNTX03MA2	TESTASRNTE05	TE050000000000000000000000000	TESTUBITE05	CHS	0099004	060000191	100
View	Universal	Vendor2	ABLNTX03MA2	TESTASRNTE05	TE050000000000000000000000000	TESTUBITE05	CHS	0099013	060000191	100
View	Universal	Vendor2	ABLNTX03MA2	TESTASRNTE05	TE050000000000000000000000000	TESTUBITE05	CHS	0094003	060000191	100
View	Universal	Vendor2	ABLNTX03MA2	TESTASRNTE05	TE050000000000000000000000000	TESTUBITE05	CHS	0094008	060000191	100
View	Universal	Vendor2	CLEXOH95U28	TESTASRNTE04	TE040000000000000000000000000	TESTUBITE04	CPCS	0639017	071055771	0
View	Universal	Vendor2	CLEXOH95U28	TESTASRNTE04	TE040000000000000000000000000	TESTUBITE04	CPCS	0921144	071055771	128.4
View	Universal	Vendor2	CLEXOH95U28	TESTASRNTE04	TE040000000000000000000000000	TESTUBITE04	CPCS	0921244	071055771	3.06
View	Universal	Vendor2	CLEXOH95U28	TESTASRNTE04	TE040000000000000000000000000	TESTUBITE04	CPCS	0921344	071055771	96.3
View	Universal	Vendor2	CLEXOH95U28	TESTASRNTE04	TE040000000000000000000000000	TESTUBITE04	CPCS	0630006	071055771	27.39
View	Universal	Vendor1	FTGMMDAAU87	TESTASRNTE03	TE030000000000000000000000000	TESTUBITE03	PLS	0760311	38931-1	16.05
View	Universal	Vendor1	CLMAMD05U87	TESTASRNTE03	TE030000000000000000000000000	TESTUBITE03	PLS	0760311	38931-1	136.96
View	Universal	Vendor1	FTGMMDAAU87	TESTASRNTE03	TE030000000000000000000000000	TESTUBITE03	PLS	0760111	38931-1	321
View	Universal	Vendor1	FTGMMDAAU87	TESTASRNTE03	TE030000000000000000000000000	TESTUBITE03	PLS	0130509	38931-1	174.95
View	Universal	Vendor1	CLMAMD05U87	TESTASRNTE03	TE030000000000000000000000000	TESTUBITE03	PLS	0760111	38931-1	321

1 - 15

- Query by AHC or UBI. Additional filters optional.
- Click on View to see details.
- Add report fields through customized query link.
- Download contains all Gov't-requested J.12.2-4 (SOCN) fields.

NIM error report sample



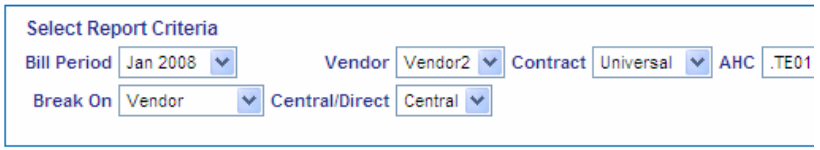
- Report of SOCN errors found and reported to vendor.
- Shows all NIM fields, plus error descriptions.
- Vendor errors can only be corrected by a new SOCN from the vendor – GSA does not change vendor SOCN data.

Billing Reports

- Billing Summary – total charges by vendor and contract
- MSOA – charges by Networx service type and category
- Service Summary – charges by Networx service
- Call Detail Summary – usage charges by phone/card number
- CLIN Detail – charges by CLIN
- Conferencing Services – charges for audio, video and web conferencing services
- Vendor Adjustments – detail of vendor adjustments
- GSA Adjustments – detail of GSA adjustments (central only)
- Charges by Service – total charges by AHC and service (download only)
- UBI Summary – charges by vendor Unique Billing Indicator
- GSA Disputes – detail of disputes filed by GSA on behalf of Agencies (central only)
- Vendor Disputes – detail of disputes as provided by vendors

- All reports apply to central and direct billing, unless noted above.
- All reports have printer friendly and download options, unless noted above.
- Data layouts are available with the download files, and in the billing report user guide.

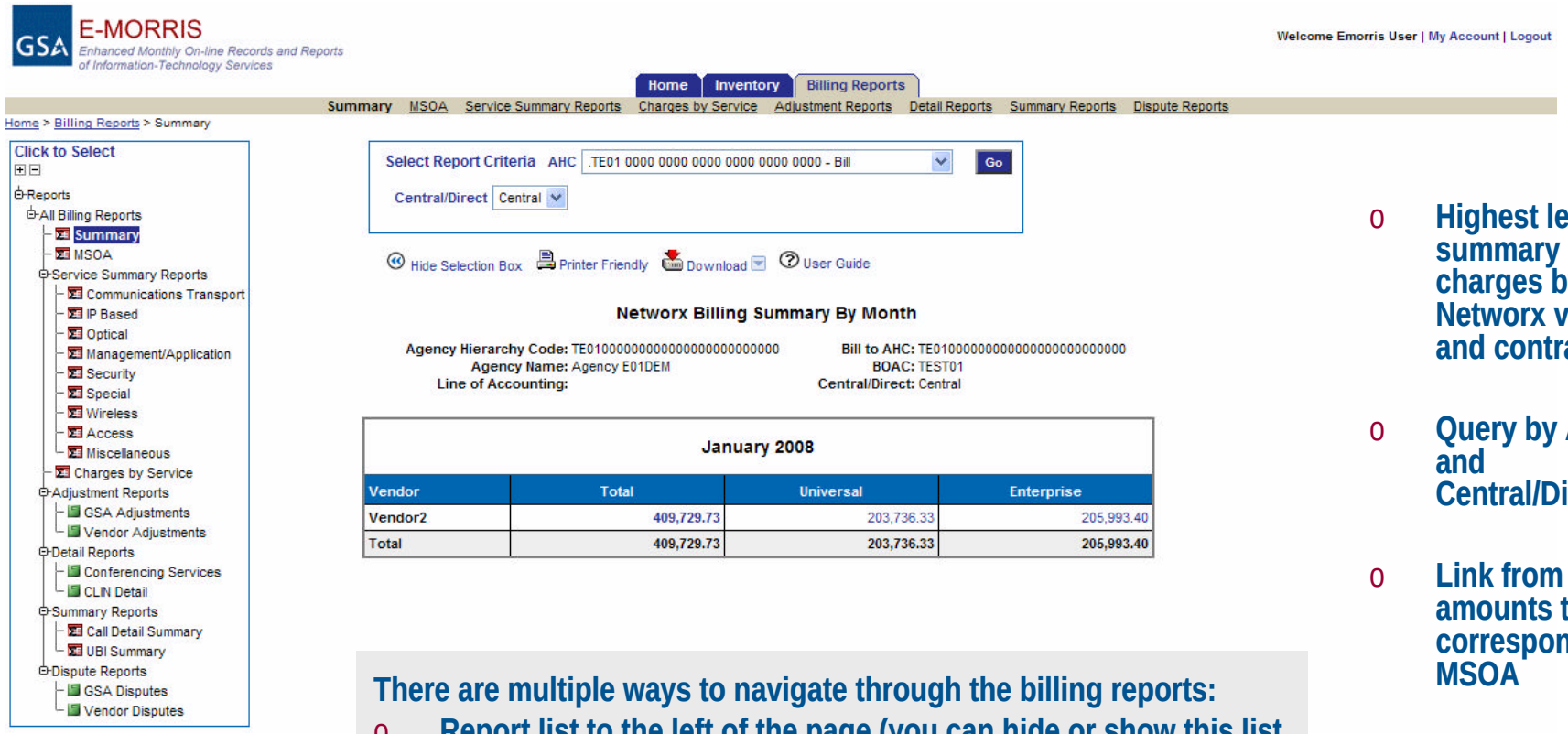
MSOA/Reports Availability



- E-MORRIS "bill period" is the usage month
- The vendor invoice is delivered by the 15th business day of the following month (approx. the 21st or 22nd)
- E-MORRIS billing reports are available 2 months after the usage month (between the 10th – 15th calendar day)
- For example:

Usage	Vendor Invoice	E-MORRIS Reports	IPAC / Bill (central)
Jan 1 – 31	dated Feb 2008, delivered by Feb 21 or 22	dated Jan 2008, posted between Mar 10 - 15	dated Jan 2008, billed between Mar 22 – 28

Billing Summary Report Sample

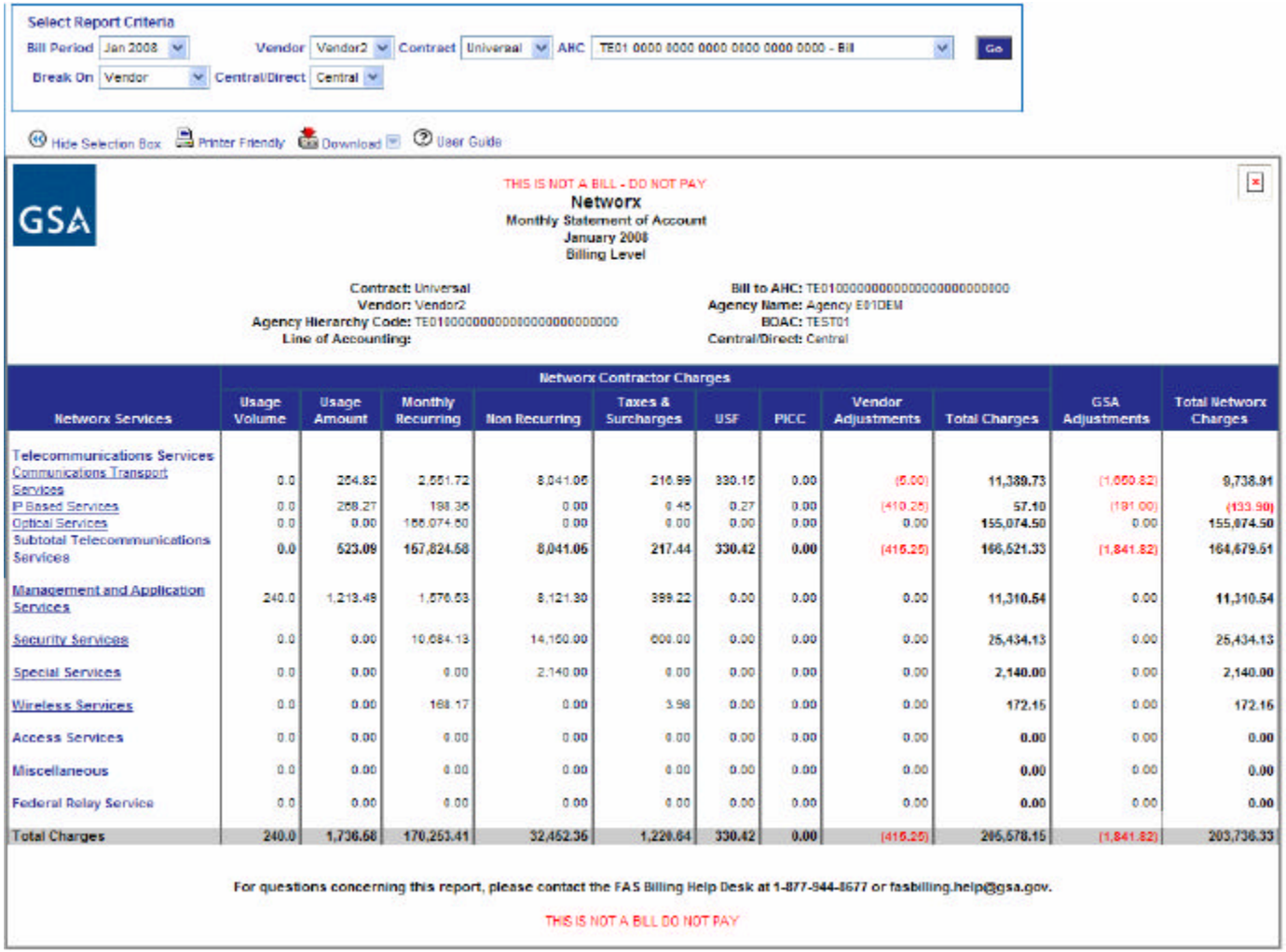


- Highest level summary of charges by Networx vendor and contract
- Query by AHC and Central/Direct
- Link from amounts to corresponding MSOA

There are multiple ways to navigate through the billing reports:

- Report list to the left of the page (you can hide or show this list as you choose)
- Links across the top under the Billing Reports tab
- Links from within summary reports to lower level reports

Monthly Statement of Account (MSOA) sample



Select Report Criteria

Bill Period: Jan 2008 | Vendor: Vendor2 | Contract: Universal | AHC: TE01 0000 0000 0000 0000 0000 0000 - Bill | Go

Break On: Vendor | Central/Direct: Central

Hide Selection Box | Printer Friendly | Download | User Guide

THIS IS NOT A BILL - DO NOT PAY

Networx

Monthly Statement of Account

January 2008

Billing Level

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Line of Accounting:

Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01DEM
BOAC: TEST01
Central/Direct: Central

Networx Services	Networx Contractor Charges									GSA Adjustments	Total Networx Charges
	Usage Volume	Usage Amount	Monthly Recurring	Non Recurring	Taxes & Surcharges	USF	PICC	Vendor Adjustments	Total Charges		
Telecommunications Services											
Communications Transport Services	0.0	264.82	2,551.72	8,041.05	216.99	330.15	0.00	(5.00)	11,399.73	(1,660.82)	9,738.91
IP Based Services	0.0	258.27	188.35	0.00	0.45	0.27	0.00	(410.25)	57.10	(191.00)	(133.90)
Optical Services	0.0	0.00	155,074.50	0.00	0.00	0.00	0.00	0.00	155,074.50	0.00	155,074.50
Subtotal Telecommunications Services	0.0	523.09	157,824.58	8,041.05	217.44	330.42	0.00	(415.25)	166,531.33	(1,841.82)	164,679.51
Management and Application Services	240.0	1,213.49	1,570.63	8,121.30	389.22	0.00	0.00	0.00	11,310.54	0.00	11,310.54
Security Services	0.0	0.00	10,684.13	14,150.00	600.00	0.00	0.00	0.00	25,434.13	0.00	25,434.13
Special Services	0.0	0.00	0.00	2,140.00	0.00	0.00	0.00	0.00	2,140.00	0.00	2,140.00
Wireless Services	0.0	0.00	168.17	0.00	3.98	0.00	0.00	0.00	172.15	0.00	172.15
Access Services	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Relay Service	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Charges	240.0	1,736.58	170,253.41	32,452.36	1,229.64	330.42	0.00	(415.25)	205,578.15	(1,841.82)	203,736.33

For questions concerning this report, please contact the FAS Billing Help Desk at 1-877-944-8677 or fasbilling.help@gsa.gov.

THIS IS NOT A BILL DO NOT PAY

- High level summary of charges at Service Type/ Category level
- Query by Bill Period, Vendor, Contract, AHC and Central/Direct
- Link from the Networx Services column to the corresponding Service Summary report

Service Summary report sample

Select Report Criteria

Bill Period: Jan 2008 | Vendor: Vendor2 | Contract: Universal | AHC: .TE01 0000 0000 0000 0000 0000 0000 - Bill | Go

Break On: Vendor | Service Type: Communications Transport Services | Central/Direct: Central

Hide Selection Box | Printer Friendly | Download | User Guide

Networx
Summary By Service
January 2008
Communications Transport Services
Billing Level

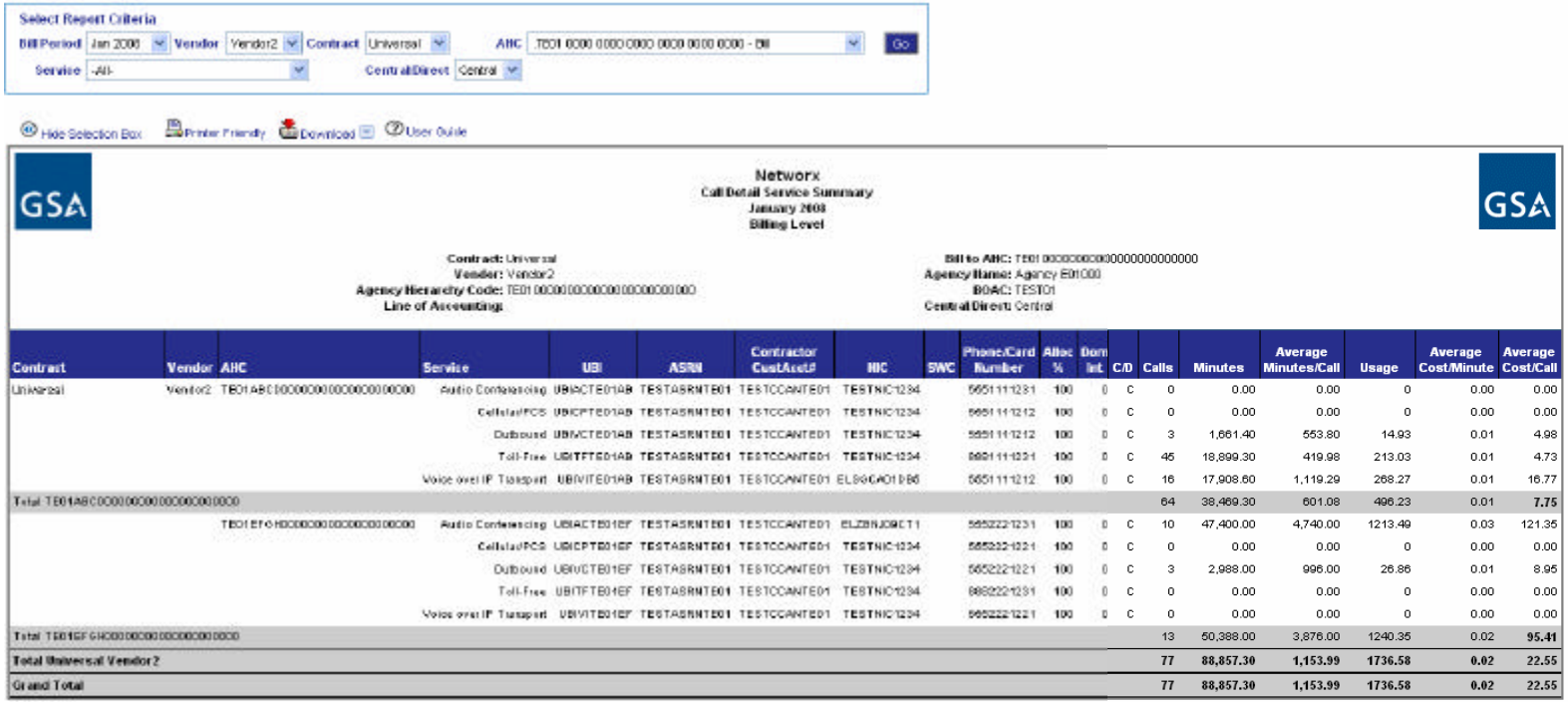
Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Line of Accounting:

Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01DEM
BOAC: TEST01
Central/Direct: Central

Service	Usage Volume	Usage Amount	Monthly Recurring	Non-Recurring	Taxes & Surcharges	USF	PICC	Vendor Adjustments	GSA Adjustments	Total Networx Charges
Asynchronous Transfer Mode	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Circuit Switched Data	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Combined (local and Long distance)	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Ethernet	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Frame Relay	0.0	0.00	905.94	0.00	10.58	48.69	0.00	0.00	(481.96)	**483.25**
Private Line	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Toll-Free	0.0	213.03	1,291.28	8,041.05	204.62	276.98	0.00	(5.00)	(1,166.56)	**8,855.40**
Voice	0.0	41.79	354.50	0.00	1.79	4.48	0.00	0.00	(2.30)	**400.26**
Total	**0.0**	**254.82**	**2,551.72**	**8,041.05**	**216.99**	**330.15**	**0.00**	**(5.00)**	**(1,650.82)**	**9,738.91**

- High level summary of charges at Service level
- Query by Bill Period, Vendor, Contract, AHC, Service Type and Central/Direct
- Link from Service column to corresponding CLIN Detail report, Usage Volume/ Amount columns to corresponding Call Detail Summary report, Vendor Adjust column to Vendor Adjust report, and GSA Adjust column to GSA Adjust report

Call Detail Summary report sample



Select Report Criteria

Bill Period: Jan 2008 | Vendor: Vendor2 | Contract: Universal | AHC: TE01 0000 0000 0000 0000 0000 0000 - Bill | Go

Service: -All- | Central/Direct: Central

Hide Selection Box | Printer Friendly | Download | User Guide

GSA

Networx
Call Detail Service Summary
January 2008
Billing Level

GSA

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01 0000 0000 0000 0000 0000 0000
Line of Accounting:

Bill to AHC: TE01 0000 0000 0000 0000 0000 0000
Agency Name: Agency E01000
BOAC: TEST01
Central/Direct: Central

Contract	Vendor	AHC	Service	UBI	ASRN	Contractor CustAcct#	NIC	SWC	Phone/Card Number	Alloc %	Dom Int	C/D	Calls	Minutes	Average Minutes/Call	Usage	Average Cost/Minute	Average Cost/Call
Universal	Vendor2	TE01ABC0000000000000000000	Audio Conferencing	UBIACTE01AB	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5551111231	100	0	C	0	0.00	0.00	0	0.00	0.00
			Cellular/PCS	UBICPTE01AB	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5551111212	100	0	C	0	0.00	0.00	0	0.00	0.00
			Outbound	UBIVCTE01AB	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5551111212	100	0	C	3	1,661.40	553.80	14.93	0.01	4.98
			Toll-Free	UBITFTE01AB	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		8881111231	100	0	C	45	18,899.30	419.98	213.03	0.01	4.73
			Voice over IP Transport	UBIVITE01AB	TESTASRNTE01	TESTCCANTE01	ELS9GAO1986		5551111212	100	0	C	16	17,908.60	1,119.29	268.27	0.01	16.77
Total TE01ABC0000000000000000000													64	38,469.30	601.08	496.23	0.01	**7.75**
		TE01EFG-H0000000000000000000	Audio Conferencing	UBIACTE01EF	TESTASRNTE01	TESTCCANTE01	ELZBNJQRCT1		5552221231	100	0	C	10	47,400.00	4,740.00	1213.49	0.03	121.35
			Cellular/PCS	UBICPTE01EF	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5552221221	100	0	C	0	0.00	0.00	0	0.00	0.00
			Outbound	UBIVCTE01EF	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5552221221	100	0	C	3	2,988.00	996.00	26.86	0.01	8.95
			Toll-Free	UBITFTE01EF	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		8882221231	100	0	C	0	0.00	0.00	0	0.00	0.00
			Voice over IP Transport	UBIVITE01EF	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5552221221	100	0	C	0	0.00	0.00	0	0.00	0.00
Total TE01EFG-H0000000000000000000													13	50,388.00	3,876.00	1240.35	0.02	**95.41**
Total Universal Vendor2													**77**	**88,857.30**	**1,153.99**	**1736.58**	**0.02**	**22.55**
Grand Total													**77**	**88,857.30**	**1,153.99**	**1736.58**	**0.02**	**22.55**

- **Summary of usage charges by phone/ card number**
- **Query by Bill Period, Vendor, Contract, AHC, Service and Central/ Direct**

CLIN Detail report sample

Hide Selection Box | Printer Friendly | Download | User Guide

Networx
CLIN Detail
January 2008
Billing Level

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Line of Accounting:

Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01000
BOAC: TEST01
Central/Direct: Central

Service	Svc Order	UBI	ASRN	CLIN	Qty	Dom Int	C/D	Orig NIC	Term NIC	Billing Period	Install Date	Disconn Date	Usage	MRC	NRC	Tax Surcharge	USF	PICC	Total Charge
Universal Contract																			
Vendor Vendor2																			
TE01ABCD000000000000000000000																			
FRS	2825098	UBIFRTE01AB	TESTASRNTE01	0000000	2	D	C	WHTMMO05UAR		01/20/08-01/31/08	01/20/08		$0.00	$0.00	$0.00	$0.00	$48.69	$0.00	$48.69
FRS	2825098	UBIFRTE01AB	TESTASRNTE01	0044404	2	D	C	WHTMMO05UAR		01/20/08-01/31/08	01/20/08		$0.00	$452.97	$0.00	$0.00	$0.00	$0.00	$452.97
Subtotal for Service FRS													$0.00	$452.97	$0.00	$0.00	$48.69	$0.00	$501.66
Subtotal for TE01ABCD000000000000000000000													$0.00	$452.97	$0.00	$0.00	$48.69	$0.00	$501.66
TE01EFGH000000000000000000000																			
FRS	2825098	UBIFRTE01AB	TESTASRNTE01	0000000	2	D	C	WHTMMO05UAR		01/20/08-01/31/08	01/20/08		$0.00	$0.00	$0.00	$10.58	$0.00	$0.00	$10.58
FRS	2825098	UBIFRTE01AB	TESTASRNTE01	0044404	2	D	C	WHTMMO05UAR		01/20/08-01/31/08	01/20/08		$0.00	$452.97	$0.00	$0.00	$0.00	$0.00	$452.97
Subtotal for Service FRS													$0.00	$452.97	$0.00	$10.58	$0.00	$0.00	$463.55
Subtotal for TE01EFGH000000000000000000000													$0.00	$452.97	$0.00	$10.58	$0.00	$0.00	$463.55
Subtotal for Vendor Vendor2													$0.00	$905.94	$0.00	$10.58	$48.69	$0.00	$965.21
Subtotal for Universal Contract													$0.00	$905.94	$0.00	$10.58	$48.69	$0.00	$965.21
Total Charges													**$0.00**	**$905.94**	**$0.00**	**$10.58**	**$48.69**	**$0.00**	**$965.21**

- Detail of charges by CLIN. Lowest level of data available in E-MORRIS.
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct
- Download includes all Gov't-requested fields from J.12.4.2 (Detail Billing File)
- Does not include call detail usage

Conferencing Services report sample

Select Report Criteria

Bill Period: Jan 2008 | Vendor: Vendor2 | Contract: Universal | AHC: .TE01 0000 0000 0000 0000 0000 0000 - Bill | Go

Service: -All- | Central/Direct: -All-

Hide Selection Box | Printer Friendly | Download | User Guide

Networx
Conferencing Services
January 2008
Billing Level

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Line of Accounting:

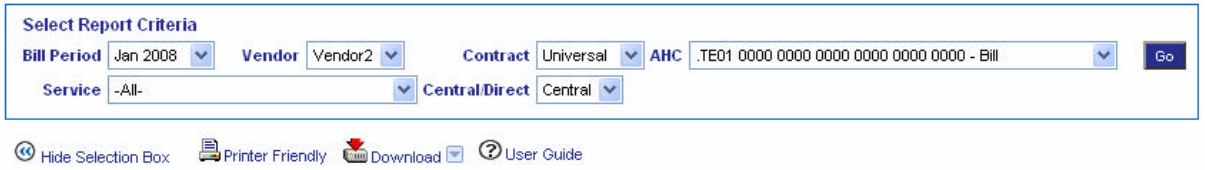
Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01DEM
BOAC: TEST01
Central/Direct: All

AHC	CID	Service	UBI	ASRN	CLIN	CLIN Description	Calling Card Number	Orig Phone	Term Phone	Conference ID	Date	Time	Call Duration	Quantity	MRC	NRC	Usage Charges	Tax	USF	Total Charge
Universal Contract																				
Vendor Vendor2																				
TE01ABCD000000000000000000	C	Audio	UBIACTE01AB	TESTASRNTE01	TESTCLIN	TEST Description	5551111231			+1 5551111231	10/05/07	00:00	0	0	0.00	0.00	0.00	198.00	0.00	198.00
TE01ABCD000000000000000000	C	Audio	UBIACTE01AB	TESTASRNTE01	TESTCLIN	TEST Description	5551111231			+1 5551111231	10/05/07	00:00	0	0	0.00	0.00	0.00	200.02	0.00	200.02
TE01EFGH000000000000000000	C	Audio	UBIACTE01AB	TESTASRNTE01	TESTCLIN	TEST Description	5551111231			+1 5551111231	10/05/07	00:00	0	0	0.00	0.00	0.00	198.00	0.00	198.00
TE01EFGH000000000000000000	C	Audio	UBIACTE01AB	TESTASRNTE01	TESTCLIN	TEST Description	5551111231			+1 5551111231	10/05/07	00:00	0	0	0.00	0.00	0.00	200.02	0.00	200.02
Subtotal for Vendor Vendor2															0.00	0.00	0.00	796.04	0.00	796.04
Subtotal for Contract: Universal															0.00	0.00	0.00	796.04	0.00	796.04
Total Charges															**0.00**	**0.00**	**0.00**	**796.04**	**0.00**	**796.04**

1 - 9

- Detail of usage & non-usage charges for Audio, Video and Web conferencing services
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct
- Usage charges also found in Call Detail Summary
- Non usage charges also found in CLIN Detail

Vendor Adjustments report sample



Networx
Vendor Adjustments
January 2008
Billing Level

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Line of Accounting:

Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01000
BOAC: TEST01
Central/Direct: Central

AHC	Vendor Disp No	Gov Disp No	Invoice Date	Svc	UBI	ASRN	Orig NIC	Term NIC	CLIN	C/D	Svc Adj	Tax Adj	USF Adj	PICC Adj	Total Adj	Explanation
Universal Contract																
Vendor Vendor2																
TE01ABCD000000000000000000000		GOVDISP0001	12/12/07	TFS	UBITFTE01AB					C	-$5.00	$0.00	$0.00	$0.00	**-$5.00**	Explanation of adjustment
TE01ABCD000000000000000000000		GOVDISP0002	12/12/07	VOIPTS	UBIVITE01AB					C	-$410.25	$0.00	$0.00	$0.00	**-$410.25**	Explanation of adjustment
Subtotal for TE01ABCD000000000000000000000											-$415.25	$0.00	$0.00	$0.00	**-$415.25**	
Subtotal for Vendor Vendor2											-$415.25	$0.00	$0.00	$0.00	**-$415.25**	
Subtotal for Universal Contract											-$415.25	$0.00	$0.00	$0.00	**-$415.25**	
Total Adjustments											**-$415.25**	**$0.00**	**$0.00**	**$0.00**	**-$415.25**	

- Detail of vendor adjustments
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct
- Download has additional fields:
  - Invoice Number
  - Charged Amount
  - Disputed Amount
  - Bill Start
  - Bill End

GSA Adjustments report sample

Networx
GSA Adjustments
January 2008
Billing Level

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Service:
Line of Accounting:

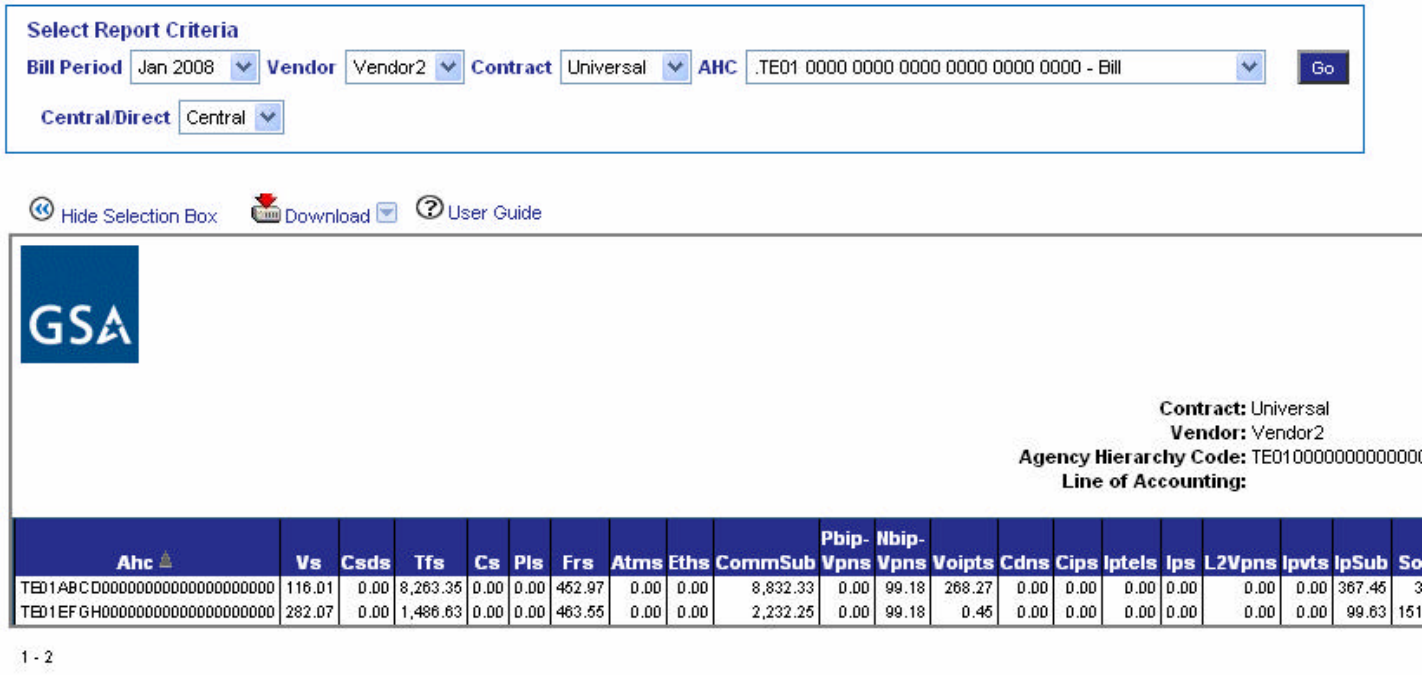
Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01000
BOAC: TEST01

Contract	Vendor	AHC	Orig Bill Date	Adjustment Reason	Service	NIC	Svc Adj	Tax Adj	USF Adj	PICC Adj	Total Adj
Universal	Vendor2	TE01ABCD000000000000000000000000	01-JAN-08	Reason for adjustment	Voice over IP Transport		(95.00)	(96.00)	0.00	0.00	(191.00)
Universal	Vendor2	TE01ABCD000000000000000000000000	01-JAN-08	TCR:MRCTTFR28250980044404	Frame Relay	WHTMMO05UAR	(452.97)	(28.99)	0.00	0.00	(481.96)
Universal	Vendor2	TE01ABCD000000000000000000000000	01-JAN-08	TCR:PICTTVC28040470019001	Voice	MOBLAL15UBW	(2.30)	0.00	0.00	0.00	(2.30)
Universal	Vendor2	TE01ABCD000000000000000000000000	01-JAN-08	Reason for adjustment	Toll-Free		(5.00)	(6.00)	0.00	0.00	(11.00)
Universal	Vendor2	TE01ABCD000000000000000000000000	01-JAN-08	TCR:NRCTTTF28036960039036	Toll-Free	PRLHHI0JUBS	(1,086.05)	(69.51)	0.00	0.00	(1,155.56)
Subtotal TE01ABCD000000000000000000000000							(1,641.32)	(200.50)	0.00	0.00	**(1,841.82)**
Subtotal Universal/Vendor2							(1,641.32)	(200.50)	0.00	0.00	**(1,841.82)**
Total							(1,641.32)	(200.50)	**0.00**	**0.00**	(1,841.82)

- Detail of GSA adjustments (for centralized billing)
- Query by Bill Period, Vendor, Contract, AHC and Service
- Includes transition credits (identified by TCR in adjustment reason)*

*Note: Transition Credit reports for Direct Bill will only be on the Transition Information Portal (TIP) web site, along with additional Central Billed transition credit reports.

Charges by Service report sample



Select Report Criteria

Bill Period: Jan 2008 | Vendor: Vendor2 | Contract: Universal | AHC: .TE01 0000 0000 0000 0000 0000 0000 - Bill | Go

Central/Direct: Central

Hide Selection Box | Download | User Guide

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000
Line of Accounting:

Ahc	Vs	Csds	Tfs	Cs	Pls	Frs	Atms	Eths	CommSub	Pbip-Vpns	Nbip-Vpns	Voipts	Cdns	Cips	Iptels	Ips	L2Vpns	Ipvts	IpSub	So
TE01ABCD00000000000000000000	116.01	0.00	8,263.35	0.00	0.00	452.97	0.00	0.00	8,832.33	0.00	99.18	268.27	0.00	0.00	0.00	0.00	0.00	0.00	367.45	3
TE01EFGH00000000000000000000	282.07	0.00	1,486.63	0.00	0.00	463.55	0.00	0.00	2,232.25	0.00	99.18	0.45	0.00	0.00	0.00	0.00	0.00	0.00	99.63	151

1 - 2

- Total charges by AHC and service
- Partial screen shot – report includes additional fields for each service and subtotals by service type/ category
- Query by Bill Period, Contract, Vendor, AHC and Central/Direct
- Download only – no print option

UBI Summary report sample

Select Report Criteria

Bill Period: Jan 2008 | Vendor: Vendor2 | Contract: Universal | AHC: ...TE01 ABCD 0000 0000 0000 0000 0000 - Detail Central | Go

Service: -All- | Central/Direct: Central

Hide Selection Box | Printer Friendly | Download | User Guide

Networx
UBI Summary
January 2008
Detail Level

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01ABCD00000000000000000000
Service:
Line of Accounting:

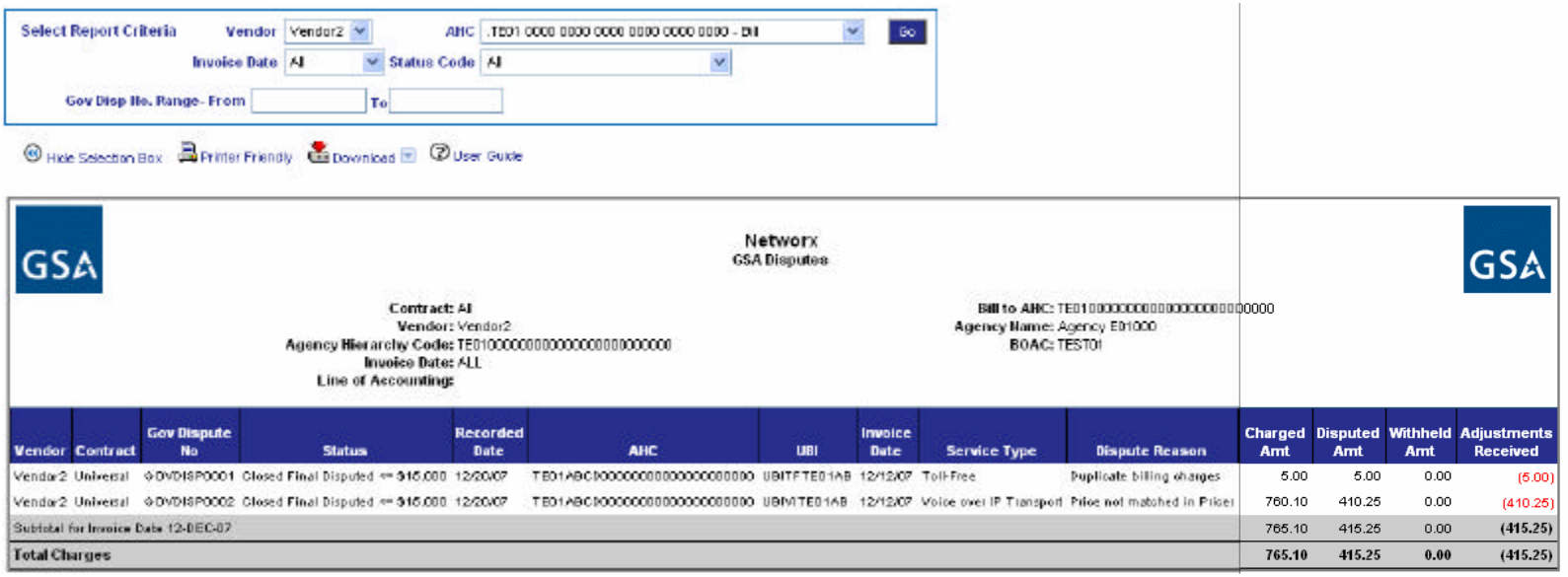
Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01ABC
BOAC: TEST01
Central/Direct: Central

Contract	Vendor	AHC	Service	UBI	C/D	Usage	MRC	NRC	Tax/ Surchg	USF	PICC	Total Charge
Universal	Vendor2	TE01ABCD00000000000000000000	ACS	UBIACTE01AB	C	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
Universal	Vendor2	TE01ABCD00000000000000000000	CPCS	UBICPTE01AB	C	0.00	163.09	0.00	0.00	0.00	0.00	**163.09**
Universal	Vendor2	TE01ABCD00000000000000000000	FRS	UBIFRTE01AB	C	0.00	452.97	0.00	0.00	48.69	0.00	**501.66**
Universal	Vendor2	TE01ABCD00000000000000000000	LMRS	UBILMTE01AB	C	0.00	0.00	1,070.00	0.00	0.00	0.00	**1,070.00**
Universal	Vendor2	TE01ABCD00000000000000000000	MFS	UBIMFTE01AB	C	0.00	0.00	10,700.00	0.00	0.00	0.00	**10,700.00**
Universal	Vendor2	TE01ABCD00000000000000000000	MTSS	UBIMTTE01AB	C	0.00	500.00	0.00	105.00	0.00	0.00	**605.00**
Universal	Vendor2	TE01ABCD00000000000000000000	NBIP-VPNS	UBINITE01AB	C	0.00	99.18	0.00	0.00	0.00	0.00	**99.18**
Universal	Vendor2	TE01ABCD00000000000000000000	SONETS	UBISOTE01AB	C	0.00	3,498.54	0.00	0.00	0.00	0.00	**3,498.54**
Universal	Vendor2	TE01ABCD00000000000000000000	TFS	UBITFTE01AB	C	0.00	0.00	8,041.05	0.00	0.00	0.00	**8,041.05**
Universal	Vendor2	TE01ABCD00000000000000000000	TWS	UBITWTE01AB	C	0.00	1,576.53	0.00	0.00	0.00	0.00	**1,576.53**
Universal	Vendor2	TE01ABCD00000000000000000000	VOIPTS	UBIVITE01AB	C	0.00	0.00	0.00	0.00	0.27	0.00	**0.27**
Universal	Vendor2	TE01ABCD00000000000000000000	VS	UBIVCTE01AB	C	0.00	100.43	0.00	0.00	0.00	0.00	**100.43**
Subtotal TE01ABCD00000000000000000000						0.00	6,390.74	19,811.05	105.00	48.96	0.00	**26,355.75**
Subtotal Universal/Vendor2						0.00	6,390.74	19,811.05	105.00	48.96	0.00	**26,355.75**
Total						**0.00**	**6,390.74**	**19,811.05**	**105.00**	**48.96**	**0.00**	**26,355.75**

1 - 15

- **Summary of charges by vendor Unique Billing Indicator**
- **Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct**

GSA Disputes report sample



Select Report Criteria Vendor: Vendor2 AHC: .TE01 0000 0000 0000 0000 0000 0000 - BII Go

Invoice Date: All Status Code: All

Gov Disp No. Range- From: To:

Hide Selection Box Printer Friendly Download User Guide

GSA

Networx
GSA Disputes

GSA

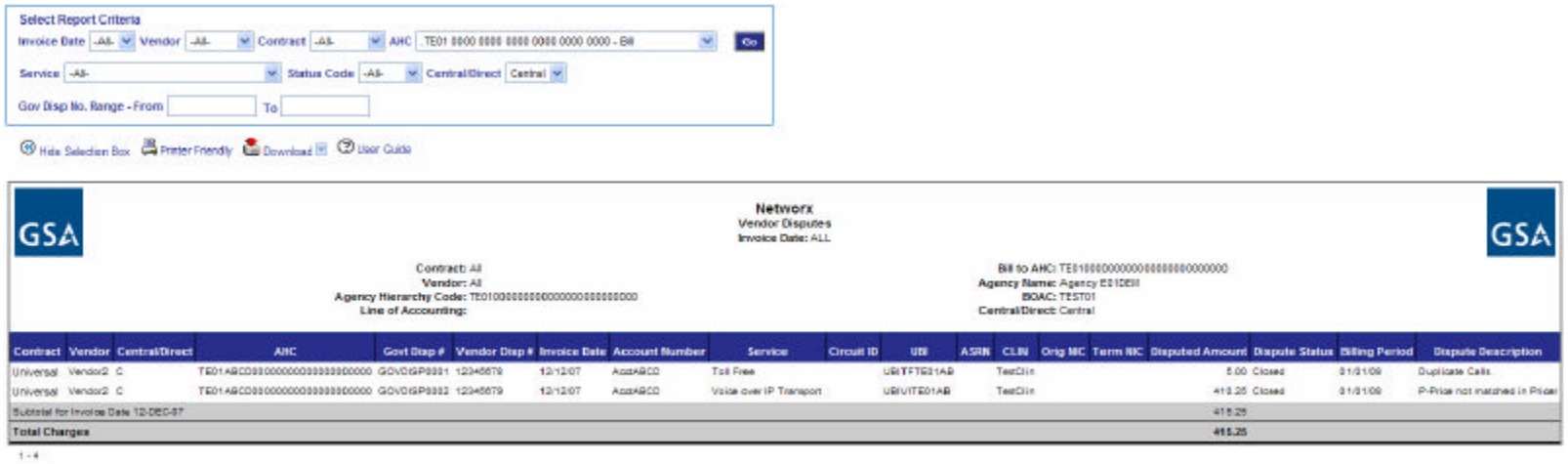
Contract: All
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Invoice Date: ALL
Line of Accounting:

Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01000
BOAC: TEST01

Vendor	Contract	Gov Dispute No	Status	Recorded Date	AHC	UBI	Invoice Date	Service Type	Dispute Reason	Charged Amt	Disputed Amt	Withheld Amt	Adjustments Received
Vendor2	Universal	GVDI8P0001	Closed Final Disputed <= $15,000	12/20/07	TE01ABC3000000000000000000000	UBITFTE01AB	12/12/07	Toll-Free	Duplicate billing charges	5.00	5.00	0.00	(5.00)
Vendor2	Universal	GVDI8P0002	Closed Final Disputed <= $15,000	12/20/07	TE01ABC3000000000000000000000	UBIVITE01AB	12/12/07	Voice over IP Transport	Price not matched in Price	760.10	410.25	0.00	(410.25)
Subtotal for Invoice Date 12-DEC-07										765.10	415.25	0.00	(415.25)
Total Charges										765.10	415.25	0.00	(415.25)

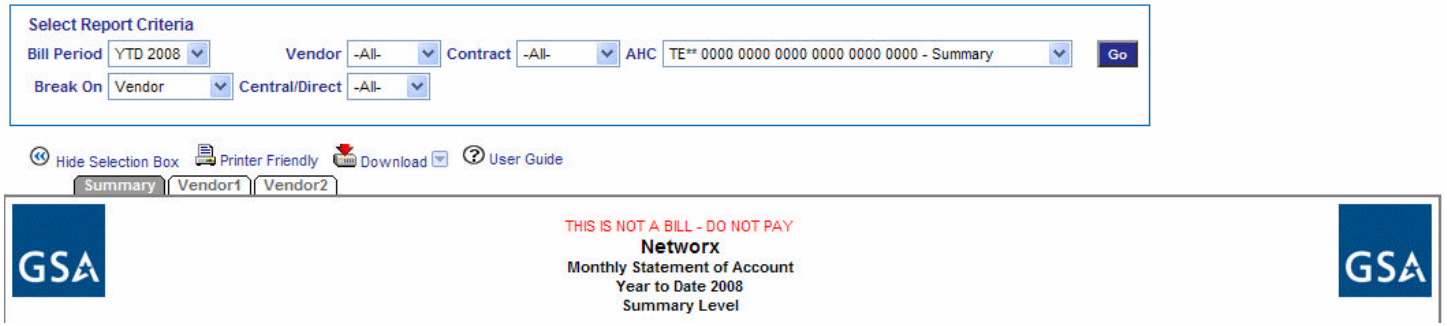
- Detail of disputes initiated by GSA on behalf of the Agency (for centralized billing)
- Query by Vendor, AHC, Invoice Date and Status Code. Optional filter by Gov Dispute Number.
- Download includes additional fields.

Vendor Disputes report sample



- Detail of disputes as provided by vendor in J.12.5.1 Disputes file
- Query by Vendor, AHC, Invoice Date and Status Code. Optional filter by Gov Dispute Number.
- Download includes additional fields.

Break-On option and report tabs



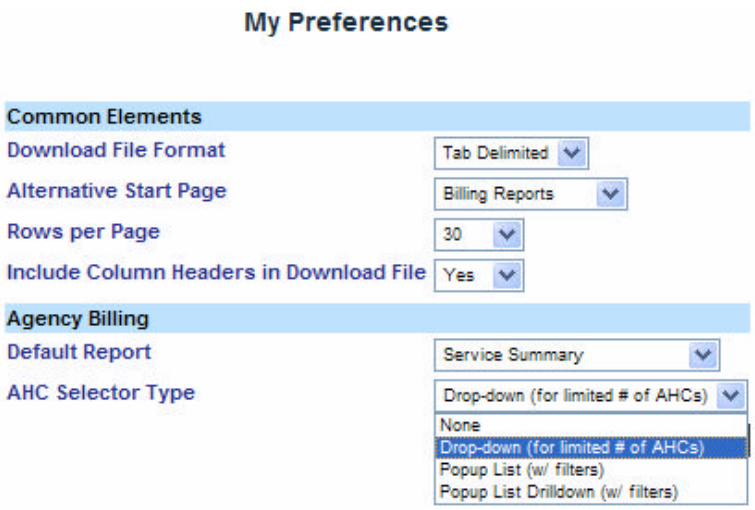
Break On	Other Query Option	Result
Bill Period	Bill Period = YTD	Tabs by month
Contract	Contract = All	Tabs by contract
Vendor	Vendor = All	Tabs by vendor
Central/Direct	Central/Direct = All	Tabs by central/direct

- Use the Break On query options to break your report into separate tabs, depending on your other query selections.
- Applies to the MSOA and Service Summary reports.
- The Billing Summary will automatically show tabs by month.
- The printer friendly option will show all the tabbed reports.

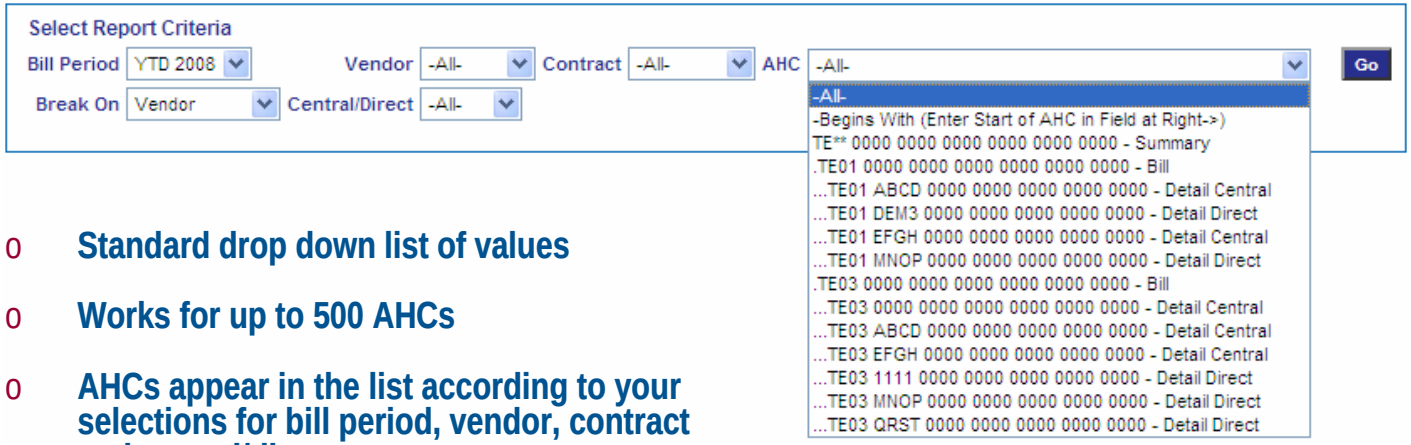
Report query AHC selector options

- 3 options for AHC selector, depending on how many AHCs you have
  - Dropdown list – fewer than 500 AHCs (system default)
  - Popup list with filters – between 500 and 2,000 AHCs
  - Popup list drilldown with filters – more than 2,000 AHCs

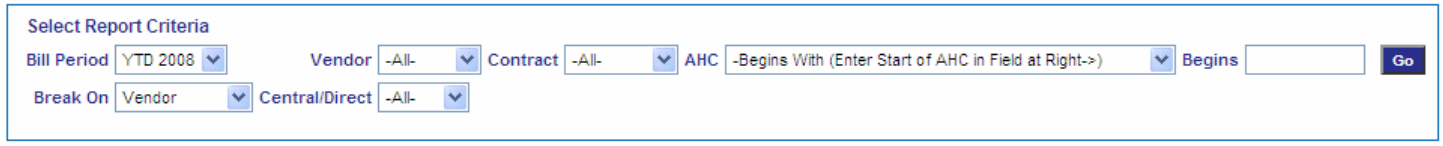
- How to change your default option
  1. Click the My Account link
  2. Click the Change My Preferences link.
  3. Click the down arrow next to AHC selector type and select an option.
  4. Click the save button.
  5. When you return to Billing Reports, you'll see the new AHC selector type.



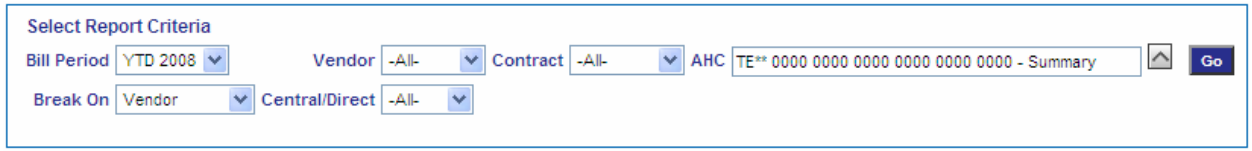
Dropdown list (system default)

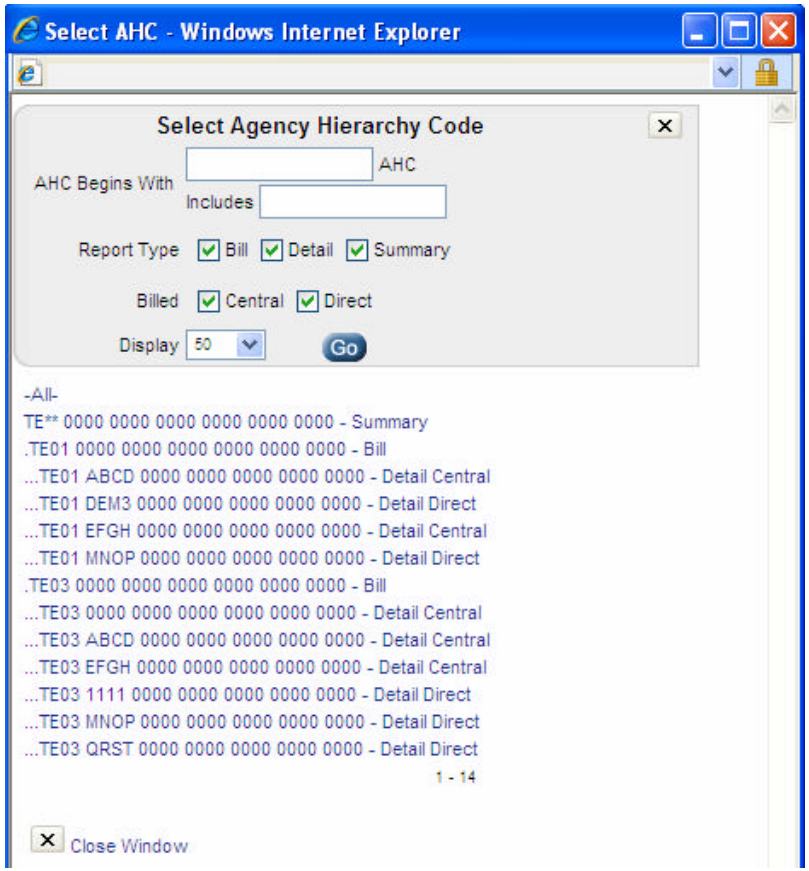


- Standard drop down list of values
- Works for up to 500 AHCs
- AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- Choose from summary, bill or detail levels *(note: bill applies to central only)*
- Can type in all or part of an AHC by selecting the "Begins with… " option



Popup list with filters

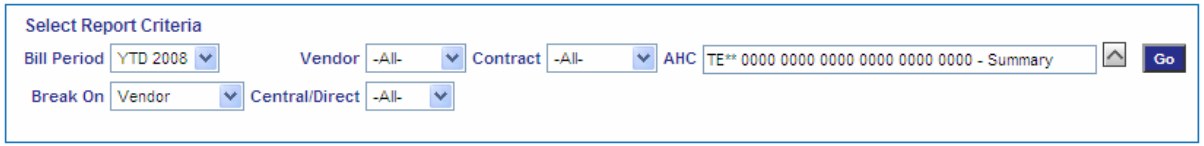


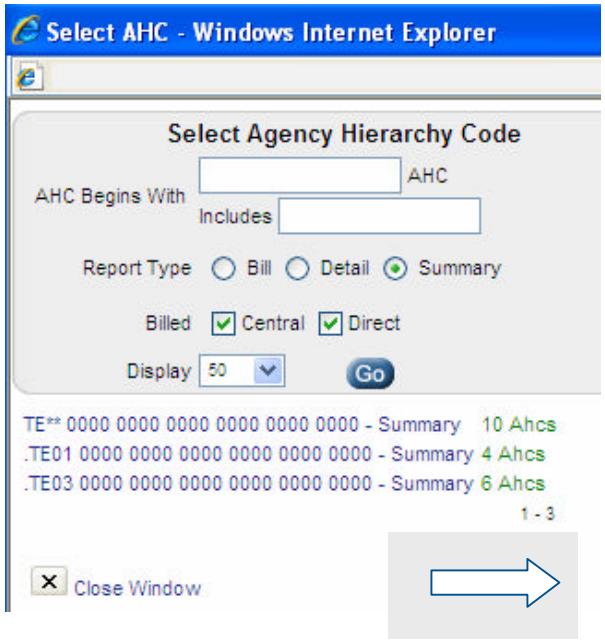


- AHC list appears in popup window when you click on the arrow to the right of AHC
- Works for up to 2,000 AHCs
- AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- Filter your AHC list in the following ways:
  - Enter all or part of AHC in AHC Begins With field
  - Enter part of an AHC in the AHC Includes field
  - Check/ uncheck Report Type: Bill, Detail, Summary *(note: bill applies to central only)*
  - Check/ uncheck central / direct
  - Select number of records to display
  - Click “Go” to refresh the list based on your filters
- Click on an AHC to populate the AHC field in the Select Report Criteria box

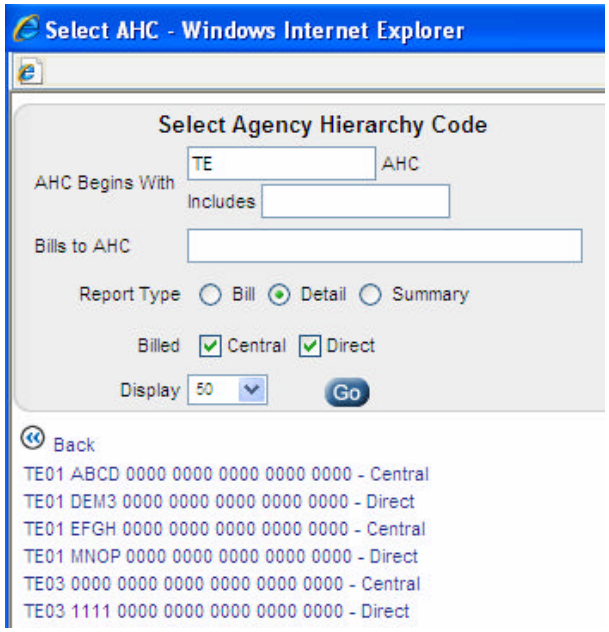
Popup list drilldown with filters

- AHC list appears in popup window when you click on the arrow to the right of AHC
- Works with any number of AHCs
- AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- Filter your AHC list in the following ways:
  - Enter all or part of AHC in AHC Begins With field
  - Enter part of an AHC in the AHC Includes field
  - Select one Report Type: Bill, Detail, Summary *(note: bill applies to central only)*
  - Check/ uncheck central / direct
  - Select number of records to display
  - Click "Go" to refresh the list based on your filters





- Click on the green number-of-record links to view the detail AHCs below a bill or summary level



- Click on an AHC to populate the AHC field in the Select Report Criteria box

E-MORRIS Help

- Contact Us link – FAS Billing Help Desk info
  - Phone: 1-877-944-8677 (toll free)
  - Email: fasbilling.help@gsa.gov
- User Guide link
  - Detailed user guides (depending on access)
  - E-MORRIS presentations – training overview (public access)
  - *Future:* video training files (depending on access)
- FAQ link
  - Answers to frequently asked questions (depending on access)
- Reset Password button –
  - Web form for automatic password reset
- Request Assistance button –
  - Web form for requesting assistance (other than password resets)